

**VILLAGE OF UPPER BROOKVILLE
BOARD OF TRUSTEES' MEETING
DECEMBER 16, 2019**

A regular meeting of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held at the Carriage House on the grounds of the Planting Fields Arboretum, located on Planting Fields Road in the Village, on Monday December 16, 2019 at 5:00 p.m.

Present:	Elliot S. Conway	Mayor
	Antje B. Dolido	Trustee
	Edward J. Madden	Trustee
	Carl A. Friedrich	Trustee
	Innis O'Rourke	Trustee

Also Present: Tracy L. Lynch, Clerk/Treasurer
Peter MacKinnon, Esq. of Humes & Wagner, LLP
Attorneys for the Village
Sam Vergata, Road Commissioner

The Mayor called the meeting to order at 5:05 p.m. He requested that the affidavits of mailing and posting of the Public Information Notices in compliance with the Open Meetings Law be presented and annexed to the minutes of this meeting.

MINUTES

The Mayor called for approval of the minutes of the Trustee meeting held on November 25, 2019. On motion duly made and seconded, the minutes were unanimously approved. *(See Attached Exhibit A)*

PUBLIC COMMENT

No Comment

FINANCIAL REPORT

Bills

The Clerk/Treasurer presented all claim forms listed on the Check Detail dated January 1, 2020 with supporting invoice details and/or purchase contracts in the amount of \$205,262.12.

After the bills were presented and made available for review, on motion duly made and seconded, the Trustees unanimously

RESOLVED, to ratify and approve the bills listed on the Check Detail dated January 1, 2020 in the total sum of \$205,262.12 which is annexed to these minutes. *(See Attached Exhibit B)*

Treasurer's Report

After presentation by the Clerk and examination, on motion duly made and seconded, the Board unanimously

RESOLVED, to approve and file the Treasurer's Report for the month ending November 2019. (*See Attached Exhibit C*)

VILLAGE CLERK'S REPORT

Audit

The Mayor asked the Clerk to invite the Village Auditor, Cullen & Danowski, to the January Meeting to present their audit findings of the Village funds and the Justice Court FYE 5/31/2019.

Responding to a query raised earlier by Trustee Freidrich, the Mayor pointed out that the audit report included an adverse opinion caused by the Village not adhering to the strict reporting requirements of GASB Statement No. 34 which requires local governments to report the value of their capital assets and the depreciated expense. The Village has recorded these asset values, primarily village roads, for periods after June 2016. A third-party appraisal is required to generate data for prior periods.

Annual financial reporting to the Office of the State Comptroller (OSC), required by Article 3 of the General Municipal Law, is through the filing of the Annual Update Document (AUD). The AUD financial statements do not conform in all respects to Generally Accepted Accounting Principles (GAAP). The key area where GAAP financials diverge from the AUD is reporting capital assets. This is because the OSC recognizes that the effort to bring about compliance may not be cost benefit justified.

He noted that the Village uses the GAAP financials to report to the Rating Agencies and in connection with certain Grant Requests. Following discussion, the Trustees concurred that the Village should obtain an appraisal, if cost justified, to eliminate the issue in order to receive an unqualified opinion in the future. In the meantime, the Mayor proposed working with our auditors, Cullen & Danowski, to add an explanation to the "Management Discussion and Analysis" section of the Independent Auditors Report.

He recommended that the Village hire an appraisal company to get a valuation on Village capital assets, including donated land, roads and improvements to the police headquarters building.

After discussion and on motion duly made and seconded, it was unanimously

RESOLVED to spend up to \$10,000 on an appraisal company to get a valuation on Village capital assets.

Claims Processing & Cash Disbursement

The Clerk reported that each month there are time sensitive credit card bills, such as VISA, WEX fuel and Staples, and temporary laborer or contractor invoices that require payment before the Board meeting. The auditor agreed that a resolution adopted by the Board authorizing payment of these types of bills by the Clerk would satisfy their noted deficiency on internal controls.

After discussion and on motion duly made and seconded, it was unanimously

RESOLVED to authorize the Clerk to make the following payments in advance of audit by the Board:

- a) Temporary laborer or contractor up to \$1,500
- b) Time sensitive credit card bills by due date to avoid late payment fees/finance charges, i.e. Staples, WEX fuel, VISA, up to \$1,500

If the invoice exceeds the limits set above, the Clerk will get authorization from a Board member and the claim should be added to the abstract for the next board meeting to be approved by the Board. The resolution will be approved each year at the Annual Organization Meeting.

Trustee Meeting Start Time

The Clerk requested that the Board change the monthly meeting time to start at 5:00 p.m. instead of 6:30 p.m. After discussion and to accommodate the schedule of all Board members, it was unanimously

RESOLVED to change the monthly start time of the Board of Trustee Meetings to 5:30 p.m. and authorized the Clerk to publish the 2020 calendar with the official newspapers.

Village Personalized Gear

The Clerk presented the Board with a design for a custom logoed mug that would be given out to Board and Village volunteers and at the annual Village dinner. Additional mugs can be ordered to sell to Village residents.

After discussion and on motion duly made and seconded, it was

RESOLVED to purchase mugs to be distributed to Village volunteers and sold to residents, not to exceed \$1,000 and

FURTHER RESOLVED to replenish our supply and purchase additional Upper Brookville lapel pins.

The Mayor also requested the Clerk to get pricing for logoed LL Bean fleece lined jackets for the Village employees and Village Officials who desire to purchase them.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Road Commissioner reported that he used the Ice B Gone material recently to treat the village roads and that it worked well. Having the product at the NCS yard saved a lot of time and vehicle use by not having to get salt/sand from Nassau County.

He also requested that the Board include additional drainage to the Planting Fields Road improvement project which is expected to begin in the Spring. He reported that due to financial considerations, the last time the road was repaved in 2007, the Board only approved the installation of 2 drywells along the south shoulder of Planting Fields Road. The catch basin and piping along the north shoulder of the road was not completed. The additional construction cost would be about \$13,000 and the Village Engineers costs would be about \$2,500 additional due to an extra 2 days of field inspection time.

The Board agreed it would make sense to include a catch basin and piping at this time. After discussion and on motion duly made and seconded, it was

RESOLVED to approve the spending of an additional \$15,500 on the Planting Fields Road Improvement Project for the recommended installation of a catch basin and piping along Planting Fields Road.

BUILDING DEPARTMENT REPORT

The Clerk/Treasurer referred to the report submitted by the Building Department Clerk for November 2019 activity. (*See Attached Exhibit D*).

MAYOR'S REPORT

The Mayor noted that the Board had previously approved the use of CHIPS money to replace all street name signs. The existing street name signs do not comply with the Manual of Uniform Traffic Control Device (MUTCD) Guidelines as the lettering is too small and the street name is required to be displayed vertically and not horizontally as exists currently.

He reported that the Village has received an offer of a \$50,000 State and Municipal Facilities Capital Program grant through Senator Gaughran's office. Therefore, the CHIPS money could be used instead for the drainage improvements to Planting Fields Road.

After discussion and on motion duly made and seconded, it was

RESOLVED to authorize the Clerk to take the necessary steps to obtain bids for the purchase and installation of 61 street name signs with a navy blue background that will be MUTCD compliant.

New Village Hall

The Mayor will be obtaining additional architecture proposals. One architect declined to work on the project as the budget of \$1 million was deemed insufficient for the

Village design needs. The Board agreed to preliminarily increase the Village Hall budget from \$1,000,000 to \$1,500,000 for discussion purposes, with final budget subject to the ultimate design and approval of the Board.

Parking Area for Old Brookville Police Vehicles

The Mayor distributed a plan designed by the Village Engineer to provide additional parking spaces for police related vehicles along Wolver Hollow Road. The proposal encroaches on the Brookville Cemetery property, so the Mayor suggested that either the Village or the Old Brookville Police Department lease the property from the cemetery. The Board recommended that if we plan to install the cell tower behind the police headquarters, it may be advisable to lease a larger space from the cemetery that also gives vehicle access to the tower. The Mayor agreed to follow up with the OBPD and the Brookville Cemetery.

POLICE REPORT

No Report

FIRE & STORM WATER MANAGEMENT REPORT

No Report

ARCHITECTURAL REVIEW REPORT

The Mayor presented Solar Panel Guidelines as an addendum to the permit application. He recommended that the guidelines be amended to include that solar panel applications for homes on historic roads would be subject to the degree of visibility of the panels from the roadway. The Clerk agreed to research language on Architectural Review parameters in connections with solar panels and report back to the Board in January.

LEGAL REPORT

No Report

The Mayor closed the meeting at 6:45 p.m. The next meeting of the Board of Trustees is scheduled for Thursday January 23, 2019 at 5:30 p.m.

Signed by Tracy Lynch on January 23, 2020

Tracy Lynch Village Clerk